Guidance for Driving Students in Private Vehicles

If the school has no other choice than to let parents use their own vehicles to transport students to school sponsored events, the school should always follow these guidelines to protect the parents and organization from liability.

- 1. The parents or volunteers that are transporting students, other than their own, to school sponsored events should be made approved volunteers. A check list and suggestions for managing volunteers is available from the Division of Risk Management.
- 2. A waiver and liability release form should be signed by each student and the student's guardian before any student is allowed to be transported. The event, location, and agenda should be defined in great detail to avoid any misunderstanding the guardian or driver might have.
- 3. The school should verify that the vehicle has a current insurance policy in affect with a minimum of 100,000 dollars of liability coverage.
- 4. The vehicle should have passed a safety and emissions inspection and have verification the tests have been preformed.
- 5. A simple visual inspection should be preformed on the vehicle prior to operation. Brakes, lights, fluid levels, tires and seat belts should be checked.
- The school should check and verify that the driver / owner of the vehicle
 has a current, valid driver license with no restrictions that could be
 affected by transporting multiple student of this age group to and from the
 event.
- 7. The driver / owner of the vehicle should pass a Defensive Driving Course that is sponsored by Risk Management. Proof of passing the test should be recorded by the school along with copies of the insurance, registration, driver's license and approved volunteer consent form for each driver.